



FPO
Device Logo (if applicable)

Quick Reference Guide

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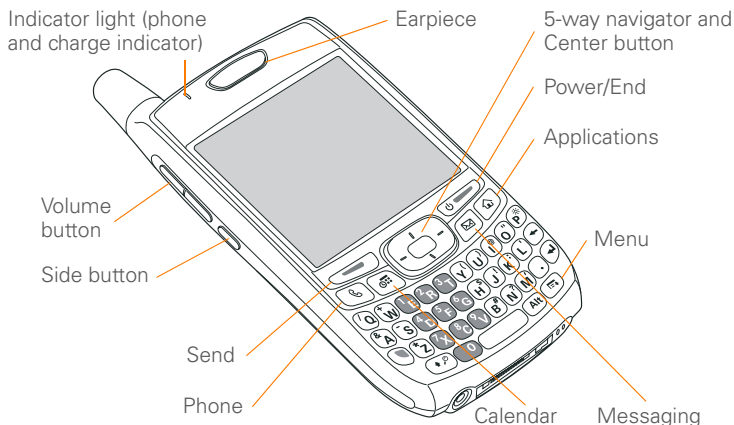
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Moving around on your smartphone

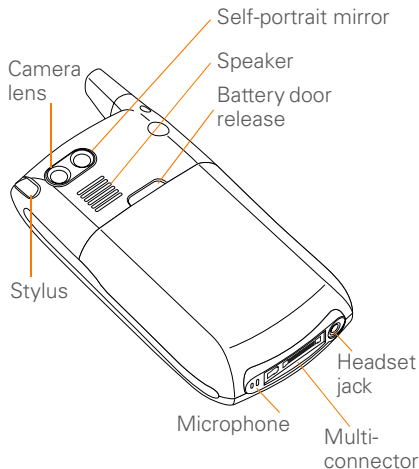
Palm® Treo™ 700P smartphone overview

Front view

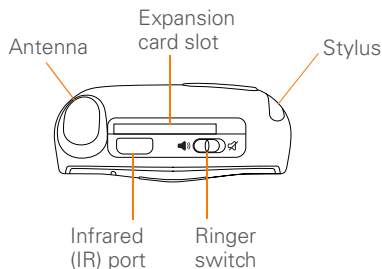


Back view

IMPORTANT The Palm® Treo™ 700P smartphone speaker includes a large magnet, so be sure to keep your smartphone away from credit cards or other items that could be demagnetized.



Top view



DID YOU KNOW? The Ringer switch silences all sounds. When you need quiet, there's no need to navigate menus.

Upgrading from another Palm OS® device

NOTE If you're setting up your first Palm OS® device, skip this section.

You can transfer all compatible apps and info from your previous Palm OS device to

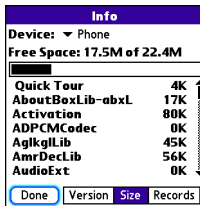
your new Treo 700P smartphone. This includes your calendar events, contacts, memos, and tasks, as well as your app settings and any compatible third-party apps and any files that are compatible with the Palm OS software version 5.4.9 on your new Treo smartphone.

Incompatible files are quarantined. Quarantined files are not installed on your smartphone; they are placed in a new folder on your computer: C:\Program Files\Palm\device name\PalmOS5 Incompatible Apps. (On some systems Palm may be replaced with palmOne or Handspring.)

TIP Some third-party utilities let you back up your old device's info onto an expansion card and then transfer the info to your Treo 700P smartphone. We do not recommend this method because any incompatible apps are also transferred to your smartphone.

- 1 Calculate how much space your apps and info occupy on your previous Palm OS device:
 - From Applications View, open the menus.

- Select **Info** on the **App** menu.
- At the bottom of the screen, select **Size**.
- Look at the numbers on the Free Space line and subtract the number on the left from the number on the right to calculate the space used. For example, on the device shown here, $22.4 - 17.5 = 4.9$. This means that the space used on this device is 4.9MB.



- 2 If the space used on your previous device is 60MB or less, go to step 3. If the space used is greater than 60MB, do any of the following to reduce the space used before going to the next step:
 - Delete any third-party apps that you no longer use.

- Move large files, such as eBooks and images, to an expansion card.
 - Move third-party apps to an expansion card.
 - Purge old info in apps such as Calendar (Date Book), Tasks (To Do), and email. See the documentation that came with your previous device for instructions.
- 3 Sync your previous device with your previous desktop software to back up your info one last time.
 - 4 Install the desktop synchronization software from your new Palm Software Installation CD (see the *Read This First* booklet).

IMPORTANT Do not sync your new Treo 700P smartphone with any previous versions of Palm® Desktop software.

- 5 When prompted, do the following during the installation process:
 - Connect your new smartphone to your computer (see the *Read This First* booklet).
 - Indicate whether you want to sync only the info in your PIM apps

(Calendar, Contacts, Memos, and Tasks) or all info and apps (excluding apps known to be incompatible).

- Select a device name for your new smartphone; be sure to select the same name that you used for your old device. (This is the name that appears in the User list in Palm Desktop software.)

MAC ONLY If you have pictures on your previous device, copy them from your previous device to an expansion card or beam them to your new Treo 700P smartphone.

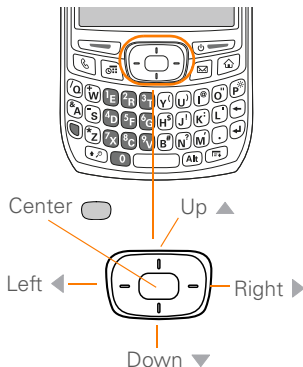
- 6 If you plan to continue using your previous device, perform a hard reset to remove its device name. (See the documentation that came with your previous device for hard reset instructions.) The next time you sync your previous device with your computer, assign it a new name.

If any third-party apps are quarantined during the installation, do not manually install them. Contact the developer for software updates and info about compatibility with your new smartphone.

Moving around on the screen

To move around your smartphone screen, you can use the 5-way navigator for one-handed navigation, or you can tap items on the screen with the stylus. With use, you will find your own favorite way to scroll, highlight, and select menu items.

The 5-way includes the following buttons:



Highlighting and selecting items

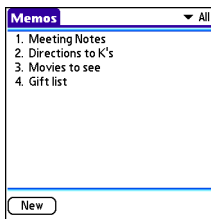
On most screens, one item—a button, a list entry, or a check box—is highlighted by default. The highlight identifies which item is affected by your next action. Use **Left** ◀, **Right** ▶, **Up** ▲, and **Down** ▼ on the 5-way to move the highlight from one item to another.

TIP If the item you want doesn't appear on the screen, try tapping the onscreen scroll arrows to view more info.

Learn to recognize the highlight. It can take two forms:

- **Border glow:** When an entire screen, an onscreen button (such as Done, New, or OK), or a pick list is highlighted, a glow appears around its border. If an entire list screen is highlighted, the glow appears at the top and bottom of the screen only; to highlight the first item in the list, press **Center** ◯.

Done



- **Colored background:** When text, a phone number, an email address, a web link, or an item in a list is highlighted, the item is displayed as white text against a colored background.

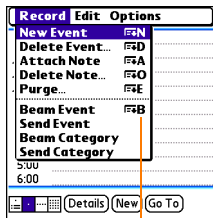


After highlighting an item, you can select (activate) it by pressing **Center** , or by tapping the item with the stylus.

Selecting menu items

Many applications have menus to give you access to additional features. These menus are usually hidden from view, but they appear when you press the Menu  key in the lower-right corner of the keyboard.

- 1 Press **Menu**  to display an application's menus.

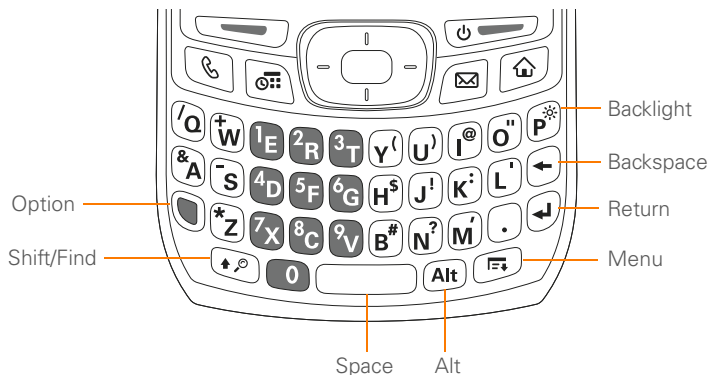


Menu shortcut

- 2 Press **Right**  and **Left**  to switch between menus.
- 3 Press **Up**  and **Down**  to highlight a menu item.
- 4 Press **Center**  to select the menu item, or press **Menu**  to close the menu and cancel your selection.

TIP Most menu items have a shortcut. To use a menu shortcut, press **Menu + the shortcut letter**. You don't have to open a menu to use a menu shortcut. For example, in Calendar, you can press **Menu + N** to create a new event.

Using the keyboard



TIP When using the keyboard, most people find it easiest to hold the Treo smartphone with two hands and use the tips of both thumbs to press the keys.

Entering lowercase and uppercase letters

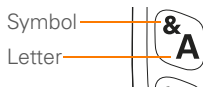
- To enter lowercase letters, press the desired keys.
- To enter an uppercase letter, press **Shift/Find**  and then press a letter

key. You don't need to press and hold Shift while entering a letter. When Shift is active, an up arrow  appears in the lower-right corner of the screen.

- To turn Caps Lock on, press **Shift/Find**  twice. To turn it off, press **Shift/Find**  once. When Caps Lock is on, an underlined up arrow  appears in the lower-right corner of the screen.

Entering numbers, punctuation, and symbols

Numbers, punctuation, and symbols appear above the letters on the keys. To enter these characters, do one of the following:



- Press **Option** , and then press the key with the desired character shown above the letter. You don't need to press and hold Option while pressing the second key. When Option is active, the symbol  appears in the lower-right corner of the screen.
- To turn Option Lock on, press **Option**  twice. To turn it off, press **Option**  once. When Option Lock is on, the symbol  appears in the lower-right corner of the screen.

DID YOU KNOW? Some application views automatically default to Option Lock, such as the Dial Pad View in the Phone application or the Calculator. In this case, you do not need to press Option to enter numbers.

Entering other symbols and accented characters

Symbols and accented characters that do not appear on the keyboard are sometimes called alternate characters because they are entered using the Alt  key.

- 1 Enter the character that corresponds to the symbol or accented character you want. See the table on the next page.
- 2 Press **Alt** .
- 3 Press **Up** , **Down** , **Right** , or **Left**  to highlight the desired character.
- 4 Press **Center**  to insert the character.

DID YOU KNOW? Alternate characters are grouped by their similarity to the base key. For example, when you press Alt + E you can access the following alternate characters: e é, è, ê, and €.

Symbols and accented characters

Enter...	Then press Alt (Alt) to select...	Enter...	Then press Alt (Alt) to select...	Enter...	Then press Alt (Alt) to select...
a	á à â ã ä å æ	n	ñ	u	ú û ü û
A	Á Â Ã Ä Å Æ	N	Ñ	U	Ú Û Ü Û
b or B	ß	o	ó ò ö ô œ õ	x or X	x ø
c	ç ¢ ©	O	Ó Ò Ö Ô Æ Õ	y	ý ÿ
C	Ç ¢ ©	p or P	¶	Y	Ý Ÿ
e	é è ê ê	r or R	®	!	¡
E	É Ê Ë Ê	s	ß š Œ	?	¿
i	í î ï	S	ß Š Œ	:	:-) :-(;)
I	Í Î Ï	t or T	™	\$	€ £ ¥ ¢
I or L	£				

Press Alt **(Alt)** by itself, after a space or at the beginning or end of a line, to select these commonly used characters:

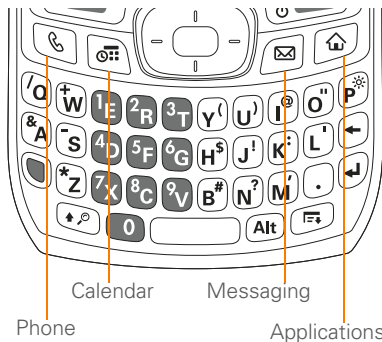
; _ \ % = ° ÷ € £ ¥ ¢ [] { } < > « » © ® ™ ~ ^ ø | Œ

Opening applications

When you open an application using either Applications View or an application button, you automatically close the application you were previously using.

Using the quick buttons

The front of the Treo 700P smartphone has three buttons that open applications. The fourth button opens Applications View.

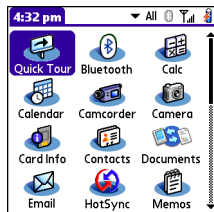


TIP You can open a button's secondary application by pressing **Option** and then pressing the quick button.

Using Applications View

You can access all available applications through Applications View.

- 1 Press **Applications** .
- 2 Use the **5-way**  to highlight the application you want to use.



- 3 Press **Center**  to open the selected application.

TIP Enter the first few letters of an app name to highlight it. For example, if you press **P**, it highlights Phone; if you then press **R**, it highlights Prefs. If you pause and then press **R**, it highlights the first app that starts with **R**.

TIP Press **Applications** repeatedly to cycle through the various categories of apps.

Synchronizing information

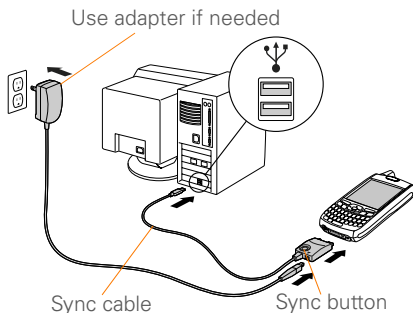
Synchronizing means that info you enter in one place (your smartphone or your computer) appears in the other, so there's no need to enter the info twice. We recommend that you sync your smartphone with your computer frequently to keep your info up-to-date (and backed up) in both locations.

The info from all the following applications is updated by default each time you sync:



BEFORE YOU BEGIN You must install Palm® Desktop software from the Palm Software Installation CD that came with your Treo 700P smartphone—even if you sync with Outlook or another third-party application. See the *Read This First* guide for instructions.

- 1 Connect your Treo 700P smartphone to your computer.



- 2 Press the **sync** button on the sync cable.
Messages on both your computer and your smartphone indicate that synchronization is in progress.
- 3 Wait until you see the message on your smartphone that the HotSync® operation is complete; then disconnect the sync cable. Do not disconnect the sync cable until you see this message.

TIP Problems synchronizing? See *Your Palm® Treo™ 700P Smartphone User Guide* for troubleshooting suggestions.

Maximizing battery life

Battery life depends on how you use your smartphone. You can maximize the life of your battery by following a few easy guidelines:

TIP You can buy an extra battery as a spare for long plane trips or periods of heavy use. To purchase batteries that are compatible with your smartphone, go to www.palm.com/treo700pcdma-mytreo.

- Charge your smartphone whenever you're at your desk, or charge it overnight. The lithium-ion battery has a much longer useful life when it is topped off frequently, versus charging it after it is fully drained.
- Your smartphone's wireless features (phone, email, messaging, and web) and media features (camera, media players, eBooks, and games) consume more power than its organizer features. If you spend a lot of time using the wireless and media features, keep an eye on the battery icon and charge when necessary.
- If you don't plan to use the wireless features on your smartphone for a while, turn off your phone (see "Turning your phone on and off" on page 14) and let all calls be picked up by voicemail.
- As with any mobile phone, if you are in an area with no wireless coverage, your smartphone searches for a signal, which consumes power. If you cannot move to an area of better coverage, temporarily turn off your phone. While your phone is off, you can continue to use your smartphone's nonwireless features.
- Turn down the screen brightness.
- Decrease the settings in Power Preferences and turn off Beam Receive.
- Turn off the Bluetooth® feature if you're not using it.



Your phone

Turning your smartphone on and off

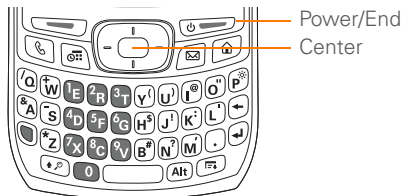
NOTE In this guide the term *smartphone* describes your device and its physical aspects. The term *phone* describes the feature of your smartphone that lets you connect to your wireless service provider's network to make and receive calls and transmit data.

The phone and the screen of your smartphone can be turned off and on separately.

Waking up the screen

Wake up the screen and leave the phone off to use only the organizer features, for example, when you're on a plane and want to look at your calendar.

- 1 Press and release **Power/End**  to wake up the screen.



- 2 Press **Center**  to turn off Keyboardguard.
- 3 Press and release **Power/End**  to turn off the screen and lock the keyboard.

TIP You can also press any of the quick buttons or the **Applications** button to wake up your smartphone screen.

TIP You can set how long the screen stays on. Press **Applications**, select **Preferences**, select **Power**, and then adjust the **Auto-off after** setting.

Turning your phone on and off

When your phone is on, it is connected to your wireless service provider's network (if you are in a coverage area) so that you can make and answer phone calls and use wireless services, such as email, messaging, and the web browser.

During initial setup, your phone is automatically turned on, so you can use wireless services right away. If you turn off your phone, you can still use the organizer and media features such as Contacts and Pocket Tunes.

- 1 Wake up the screen.
- 2 Press and hold **Power/End**  to turn on your phone.

You know your phone is on and that you're inside a coverage area when you

see the **signal-strength**  icon at the top of the Main View in the Phone app.

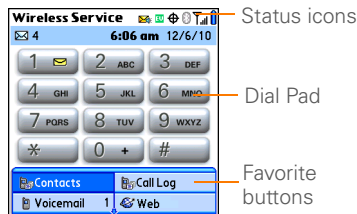
TIP If you're outside a coverage area, **No Service** appears in the upper-left corner.

- 3 Press and hold **Power/End**  again to turn off your phone.

You know your phone is off when you see **Phone Off** at the top of the Main View in the Phone application.

Opening the Phone application

- Press **Phone**  to open the Main View in the Phone application.



Making calls

Dialing by contact name

BEFORE YOU BEGIN Create some contacts (see “Contacts” on page 37).

- 1 Press **Phone** .
- 2 Select the **Contacts** favorite button.
- 3 Use the keyboard to start entering one of the following for the contact you want to call:
 - First name (JOH for John)
 - Last name (SMI for Smith)
 - First initial and last name (JSM for John Smith)

For example, entering SM displays Smilla Anderson, John Smith, and Sally Martin. Entering JSM finds only John Smith.

Text appears here as you enter it



- 4 Select the *number* you want to dial.
- 5 Press **Send**  to dial.

TIP To see more info for a contact, highlight the *name* and press **Center** on the 5-way to view the address, company, and other details.

Dialing with a speed-dial favorite button

Your smartphone comes with a few predefined speed-dial favorite buttons, but you can also create your own favorites. See “Creating a speed-dial favorite button” on page 22.

- 1 Press **Phone** .
- 2 Press **Down** ▼ to access Favorites.
- 3 Use the **5-way**  to highlight the speed-dial favorite you want.

Look for the  icon to distinguish a speed-dial favorite from other types of favorites.

TIP To view more favorite buttons, repeatedly press **Down** or **Right** on the 5-way to scroll to other Favorites pages.

TIP To see all the numbers for the selected contact, highlight a speed-dial favorite button and press **Space** on the keyboard.



4 Press **Center**  to make the call.

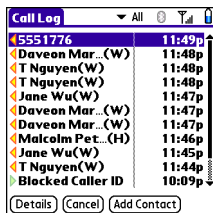
Redialing a recently called number

To dial the last number you called: From the Main View in the Phone app, press and hold **Send** .

To select from your most recently dialed numbers: From the Main View in the Phone app, press **Send**  to open the Redial list, select the number you want to call, and then press **Send**  to dial.



To select from a chronological list of calls: Select the **Call Log** favorite button.



Receiving calls

To receive calls, your phone must be on. When your phone is off, your calls go to voicemail.



Answering calls

To answer a call, do one of the following:

- Press **Send** .
- Select **Answer**.
- Press the **headset** button (if the headset is attached).

TIP The headset button may work differently on headsets other than the one provided with your smartphone.

Ignoring calls

To ignore a call, do one of the following:

Send the call to voicemail: Press **Power/End**  or select **Ignore**.

Send the caller a text message: Select **Ignore with Text**. This option sends the call to voicemail and opens a text message addressed to the caller.

NOTE Sending text messages to land-line phones may not be supported.

Silencing the ringer

To silence the phone while it is ringing, do one of the following:

- Press any key on your smartphone except **Send**, **Power/End**, or the 5-way.
- Slide the **Ringer switch** to the **Sound Off**  position.

DID YOU KNOW? When you silence the ringer while it is ringing, you can either answer the call or let it ring through to voicemail.

Using voicemail

Your wireless service provider service includes voicemail. Keep in mind that airtime and other charges apply when using voicemail from your smartphone.

Setting up voicemail

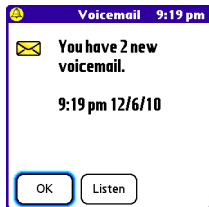
- 1 Make sure your phone is turned on (see “Turning your phone on and off” on page 14).
- 2 Press **Phone** .
- 3 Press and hold **1** or select the **Voice** **Voicemail** favorite button to dial your wireless service provider’s automated voicemail system.
- 4 Follow the prompts to set up your voicemail.

Voice mail notification

When you have a new voicemail message, you are notified with an Alert dialog box.

- To dismiss the Alert dialog box, select **OK**.
- To play the message, select **Listen**.

When you have messages that you have not listened to, a **Voice mail**  icon also appears in the title bar in the Phone application. You can select this icon to listen to your voicemail.



Listening to voicemail messages

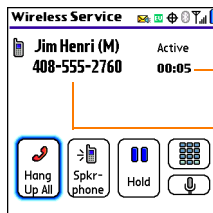
- 1 Press **Phone** .
- 2 Press and hold **1** to dial the voicemail system, or select the **Voice mail** favorite button.

- 3 Enter your voicemail password using the keyboard.

DID YOU KNOW? If you defined Extra Digits for the Voicemail favorite button (see “Creating a speed-dial favorite button” on page 22 for details), you can select this button to enter your password.

What can I do when I’m on a call?

When you make or receive a call, Active Call View appears.



Call duration
Caller's name and number

TIP If the screen dims during a call, press any key except Power/End to restore the screen brightness.

Use the **5-way**  or stylus to select the onscreen buttons:



Ends the call immediately. You can also press the headset button (if the headset is attached).



Turns on the speakerphone so you can check your calendar, look up contact info, and use other features during a call.



Turns off the speakerphone when it is on.



Replaces the Spkr-phone button when a Bluetooth® headset is attached. Select this button to transfer the call from the Bluetooth headset to the built-in earpiece.



Places the current call on hold.



Lets you make another call while the first call is on hold. For info on handling a second incoming call, see *Your Palm® Treo™ 700P Smartphone User Guide*.



Opens the Dial Pad so you can manually dial additional numbers, such as an extension or a response to a voice prompt.



Dials any extra digits (such as a password or an extension) that you assigned to a favorite button. See “Creating a speed-dial favorite button” on page 22 for info on defining extra digits.



Mutes the microphone so that you cannot be heard.

Ending a call

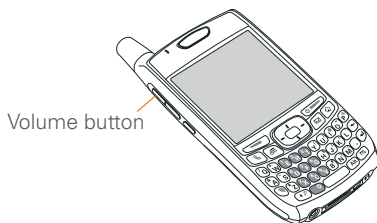
Do one of the following:

- Press **Power/End** .
- Select **Hang Up All**.
- Press the button on the headset (if the headset is attached).

Adjusting call volume

While a call is in progress, press the **Volume** button on the side of your smartphone to adjust the call volume.

- To increase the volume, press the upper half of the **Volume** button.
- To decrease the volume, press the lower half of the **Volume** button.



Switching applications during a call

You can use other apps on your smartphone during a phone conversation, including the organizer and text messaging features. You cannot, however, make a data connection while on a call. This means that you cannot browse the web or send and receive email messages while on a call.

- 1 (Optional) If you want to continue talking while viewing another application, select **Spkr-phone** or connect a headset.
- 2 Press **Applications** .
- 3 Select the icon for the application you want to open.
- 4 When you're ready to leave the app, press **Phone**  to return to Active Call View.

TIP You can also press **Phone** to toggle between Active Call View and Main View in the Phone app, so you can access a favorite during a call.

Making a second call

You can make a second call while your first call is on hold.

- 1 Dial the first number and wait until the person answers.
- 2 Select **Hold**.
- 3 Select **Add Call**.
- 4 Dial the second number using any of the methods described in “Making calls” on page 15.

- 5 When the Dial another call prompt appears, select **Yes**.

When two calls are active, Active Call View includes two status lines, each representing one of the calls.



DID YOU KNOW? When the second call is an outgoing call, you can conference the two calls, but you cannot swap between them.

When the second call is an incoming call, you can swap between the two calls, but you cannot conference them.

When two calls are active and you press **Power/End**, you hang up both calls. If the second call is an outgoing call, you can return to the first call by waiting for the person on the second call to hang up. If you accidentally hang up both calls, your smartphone automatically dials the number that was on hold.

Making a conference call

When you place a second outgoing call, you can join the two calls in a conference call. Please contact your wireless service provider for availability and rate information.

- 1 Make a second call.
- 2 Select **Conf**. This joins the two active calls in a conference session.



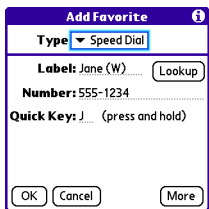
- 3 To end the conference, press **Power/End**  to end all the calls.

Creating a speed-dial favorite button

- 1 Press **Phone** .
- 2 Use the **5-way**  to select a blank favorite button.

TIP Press **Right** on the 5-way to scroll to other Favorites pages.

- 3 Enter a label for the favorite:
 - If the entry is for an existing contact, select **Lookup**. Start entering the last name of the contact, and select the contact when it appears in the list.
 - If the entry is for a new contact, enter the label, press **Down** ▼, and enter the number.



Add Favorite

Type: **Speed Dial**

Label: Jane (W) **Lookup**

Number: 555-1234

Quick Key: J... (press and hold)

OK **Cancel** **More**

- 4 (Optional) Enter a **Quick Key**, which you can press and hold from the Main View in the Phone application to instantly dial this speed-dial number.
- 5 (Optional) Select **More**, and then select advanced options:

Extra Digits: Defines additional digits to dial, such as a password or extension. To enter a one-second pause, insert a comma between digits. To add a longer pause, enter more commas.

Dial Extra Digits Automatically: Dials predefined extra digits immediately after dialing the phone number, when checked.

- 6 Select **OK**.

DID YOU KNOW? You can also create favorite buttons for other tasks, such as opening an application, accessing a web page, addressing a text or email message, and more. See *Your Palm® Treo™ 700P Smartphone User Guide* for details.

Using a hands-free device

You can connect a phone headset or car kit for hands-free operation. If you need to use your phone while driving and this is permitted in your area, we recommend using the wired stereo headset included with your smartphone or one of the following types of compatible hands-free devices that are sold separately:

- Wired headsets with a 2.5mm connector (3-pin or 4-pin)
- Wireless headsets and car kits enabled with Bluetooth 1.1 or 1.2 wireless technology

To find compatible hands-free devices, go to www.palm.com/treo700pcdma-mytreo.

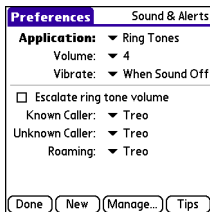
For info on setting up and using a Bluetooth hands-free device, see *Your Palm® Treo™ 700P Smartphone User Guide*.

Customizing ringer settings

Selecting ringtones

You can set various tones for various types of incoming calls.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select the **Application** pick list and select **Ring Tones**.



- 5 Select the **Volume** pick list and select the volume level.

- 6 Select the **Vibrate** pick list and select how you want your smartphone to vibrate upon an incoming call.
- 7 (Optional) Uncheck the **Escalate ring tone volume** box if you want the ring to remain at the same volume regardless of how long it rings.
- 8 Select ringtones from the following pick lists:
 - Known Caller:** An incoming call from someone in your Contacts or Favorites.
 - Unknown Caller:** An incoming call from someone identified by caller ID who is not in your Contacts or Favorites.
 - Roaming:** A special tone for incoming calls when you're outside your home mobile network.
- 9 Select **Done**.

Adjusting ringer volume

When a call is not in progress and music is not playing, press the **Volume** button on the side of your Treo smartphone to adjust ringer volume, and then press the **Side** button to confirm your selection.

What are all those icons?

You can monitor several items by looking at the icons in the title bar in the Phone app:

Wireless Service Name Your phone is on and you're in your wireless service provider's coverage area. If you're in an area without any coverage, **No Service** appears instead. When you turn off your phone, **Phone Off** appears.

R You're outside your wireless service provider's coverage area and are roaming on another wireless service provider's network. The word **Roaming** also appears. The icon may flash if the provider is not on your wireless service provider's preferred roaming list.



You are in an area that supports 1xRTT data services.



You are in an area that supports EVDO data services.



Your phone is on. The stronger the signal, the more bars that appear. If you're outside a coverage area, no bars appear.



Your phone is on and is connected to a 1xRTT network, but you're not transmitting data. You can still make and answer calls.



Your phone is on and is connected to an EVDO network, but you're not transmitting data. You can still make and answer calls.



Your phone is on and you're transmitting data over a 1xRTT network. You can still make calls, but you can't answer calls (incoming calls go to voicemail).



Your phone is on and you're transmitting data over an EVDO network. You can still make or answer calls. When you make or answer a call, the transmission is interrupted, and then it resumes when you end the call.



You have new voicemail messages. You can select this icon to retrieve your messages.



You have a new alert, such as a Calendar alarm or a new text message. To view the alert, press and hold **Center** .



TTY/TDD Mode is active. Use this mode to communicate by telephone if you have hearing, speech, or language disabilities.



The Location setting is on and your longitude and latitude info is available to the network and third-party apps. When this icon appears with a red slash, your location is available only during emergency calls.



The Bluetooth® wireless technology icon appears in gray when this feature is off, in blue when this feature is on, and in reverse blue when your smartphone is communicating with another Bluetooth device. You can tap this icon to turn Bluetooth features on and off.



This icon replaces the Bluetooth icon when your smartphone is connected to a Bluetooth hands-free device. This icon is dark blue during a call and light blue when you're not on a call.



Your battery is partially drained. As the battery drains, the icon changes from blue to red and then from red to clear. You can tap this icon to see the remaining battery power.



Your battery is charging. The lightning bolt turns from red to green when the battery is fully charged and your smartphone stays connected to the charger.



Your battery is fully charged and your smartphone is not connected to the charger.



You have new text messages. The numbers next to the icon indicate the number of unread messages. You can select this icon to retrieve your messages.



You have new email messages. The numbers next to the icon indicate the number of unread messages. You can select this icon to retrieve your messages.



Your current (or next) event from the Calendar app. If you have an event conflict during this time period, a red bar appears next to the event. To jump to the event in the Calendar app, select this line.

KEY TERM 1xRTT (Single carrier [1x] radio transmission technology): A wireless technology that can provide fast data transfer and Internet access with average speeds of 60–80Kbps and bursts of up to 144Kbps.

KEY TERM EVDO (Evolution Data Optimized): A wireless broadband technology that is designed for very high-speed data transfer with average download speeds of 400–700Kbps, capable of reaching speeds up to 1.8Mbps, and upload speeds up to 156Kbps.



Your email, messages, and web browser

The VersaMail® application

The VersaMail® application (called Email in Applications View), lets you access your corporate, personal, and fee-based Internet email.

TIP To access web-based email, like Yahoo! Mail or Hotmail, use the web browser.

Before you can use VersaMail, you need to enter your email account settings. If you have multiple email accounts, you must enter settings for each email account.

You can find additional information on using and customizing VersaMail in the *User*

Guide for the VersaMail Application on your computer.

Windows: Click **Start>Programs>Palm**.

Mac: Insert the Palm Software Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

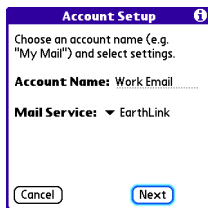
TIP An email app like VersaMail is not an email provider. An email app transfers messages from an account that you set up with a provider.

KEY TERM Email provider The service you use to send and receive email. Your email provider's name appears between the @ symbol and the dot symbol in your email address.

BEFORE YOU BEGIN You must activate data services on your wireless service provider account before you can use email on your smartphone.

- 1 If either of the following is true, see the *User Guide for the VersaMail Application* on your computer for setup instructions:
 - You used VersaMail on your previous Palm OS® device, and you want to transfer those settings to your smartphone.
 - You plan to use VersaMail to access an email account on a Microsoft Exchange server, a Lotus Notes server, or a Microsoft MAPI server.
- 2 Press **Applications**  and select **Email**  to open the VersaMail application.
- 3 If the Initial Setup dialog box appears, select **Continue**.
- 4 Make up a name that describes this account and enter it in the **Account Name** field. For example, Work Email.

- 5 Select the **Mail Service** pick list, select your email provider, such as Earthlink, and then select **Next**.



If your email provider's name is not listed, select **Other** and then manually enter your provider's settings. Ask your system administrator or ISP to provide you with the following info:

- Mail protocol: POP or IMAP
- Incoming and outgoing mail server names, such as mail.myisp.com
- Incoming and outgoing mail server port numbers, such as 110 (incoming POP), 143 (incoming IMAP), or 25 (outgoing POP or IMAP)
- (If necessary) Security settings: APOP, ESMTP, SSL

- 6 Enter the username for your email account. Your username usually appears before the @ symbol in your email address.

NOTE For some email providers, such as Gmail, your username is your entire email address. If you're not sure what to enter as your username, ask your provider.

- 7 Select the **Password** box, enter your email account password, select **OK**, and then select **Next**.
- 8 Select **Next**, and then select **Done**.

Creating and sending messages

- 1 From the Inbox, select **New**.
- 2 Begin entering one of the following for the addressee:
 - Email address
 - First name
 - Last name

TIP If you enter info that matches your contacts, VersaMail displays the matching contacts. To accept a suggestion, select the contact. To send to a different address, keep entering the email address or name.

- 3 Enter the subject and message text.

TIP To move between fields, press **Up** or **Down** on the 5-way.

- 4 Select one of the following:

Send: Connects and sends all messages immediately. If for any reason the message cannot be sent, the message is stored in your Outbox.

Outbox: Stores the message to be sent later.

Drafts: Saves the message so you can continue working on it at another time.

Adding attachments to your messages

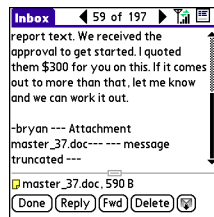
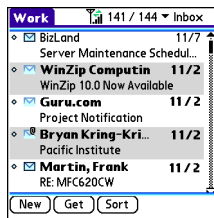
You can attach several types of files to your email messages.

- 1 Create the message to which you want to attach the item.
- 2 On the New Message screen, select the **red paper clip**  icon in the upper-right corner.
- 3 From the **Type** pick list, select the type of file to attach.
- 4 Select the item you want from the list in the **Type** box, or follow other onscreen prompts.
- 5 Select **Done**.

TIP To remove an attachment, select the file in the Attachments box, and then select **Delete**.

Receiving and viewing messages

- 1 From any mailbox, select **Get** or **Get & Send**.
- 2 From the Inbox, select the message you want to view.



- 3 If a large incoming message is truncated, select **More** .

TIP When viewing a message, tap the **scroll arrows** at the top of the screen to view the previous or next message.

- 4 Select **Done**.

Viewing attachments

There are a number of attachment types you can open with the built-in software on your smartphone (for example, Microsoft Word, Excel, and PowerPoint files; PDF files; ringtones; and photos).

- 1 From any folder, open the message with the attachment you want to view. Messages with downloaded attachments appear with a **paper clip**  on the message icon.

TIP If an attachment is not downloaded because it is larger than your maximum message size, the paper clip icon does not appear and the attachment is not displayed at the bottom of the message screen. Select **More** to download and view any attachments.

- 2 Tap the attachment name at the bottom of the message screen to view it in the default viewer on your smartphone.

TIP You can also tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment.

- 3 When you're finished with the attachment, select **Done**.

NOTE If there is no Done button, press **Applications**  and select **Email**  to return to the account's Inbox.

Managing your messages

The status icons that appear near the messages in your Inbox indicate the following:

-  The message is unread when the subject appears in bold.
-  The message includes an attachment.
-  The message includes a meeting invitation.
-  This message has high priority.

You can rearrange the message list to make it easier to find and view messages.

- In the Inbox, select **Sort**, and then select one of the following: **Sort by Date**, **Sort by Name**, **Sort by Subject**.
- To quickly switch between folders in the list view, select the **folder** pick list at the top of the screen and select the desired folder.

Messaging

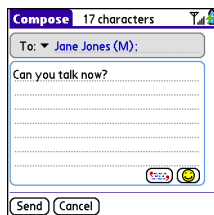
Messaging lets you exchange brief text messages (SMS) with other devices and email addresses that support this form of messaging. Refer to your service plan for pricing and availability of messaging services.

NOTE Each text message can hold up to 160 characters. (If you send a text message to an email address, the email address is deducted from the 160-character count.)

- 1 Press **Messaging** .
- 2 Select **New**.
- 3 Select the **To** field and do one of the following to address the message:
 - Enter the first initial and last name (no spaces), and then select the recipient's phone number or email address from your Contacts list.
 - Enter the recipient's phone number or email address.
 - Press **Center**  and select the recipient's name from the list of recent addresses.

TIP If you see numbers instead of letters (or the reverse), you need to turn Option Lock on by pressing **Option** twice or turn it off by pressing **Option** once.

- 4 Enter your message. You can optionally do any of the following:
 - Insert predefined phrases by selecting **QuickText** .
 - Insert emoticons by selecting .
 - Mark the message as urgent. Press **Menu**  and then select **High Priority** from the **Compose** menu.



- 5 Select **Send**.

TIP To save a draft of the message without sending it, press **Menu** and select **Save as Draft**. To access the draft, select the **category** pick list in the title bar and select **Drafts**.

Web browser

Viewing a web page

The Blazer® web browser reformats web pages into a single column and resizes images. In this format—called Optimized Mode—you can see most content without scrolling left or right.



BEFORE YOU BEGIN You must activate data services on your wireless service provider account.

- 1 Press **Applications**  and select **Web**  to open the Blazer web browser. If necessary, select **Yes** to turn on your phone, and **Yes** to connect to the Internet.

If you do not see either the **1xRTT**  or **EVDO**  icon in the title bar of the Phone application, data services are not available in your current location and you cannot connect to the Internet.

- 2 Enter a web page address (URL) in the **Address Bar** and select **Go**.

NOTE If you browse to a secure web page, a lock  icon appears in the Address Bar.

Do any of the following to navigate within the web page:

- **View a page in wide layout format** (as on your computer): Press **Menu** , select **Options**, and then select **Wide Page Mode**.
- **Scroll through the page:** In Optimized Mode (the default format, which is optimized for your smartphone screen), press **Up**  or **Down** . In Wide Page Mode, press **Up** , **Down** , **Left** , or **Right**  to scroll in all directions.
- **Follow a link to another web page:** In Optimized Mode, highlight the link by pressing **Left**  or **Right**  and then pressing **Center**  to go to the

selected page. In Wide Page Mode, use the stylus to select a link.

Submit a form: Enter the info and then select the onscreen button to submit the form. If the form doesn't have an onscreen button, press **Return** .

- 3 Use the **5-way**  to access any of the following icons in the title bar:



Goes to the previous web page.



Goes to the next web page.



Refreshes the page with the latest content from the Internet.



Opens a list where you can select Fast Mode (no images or style sheets) or Normal Mode (with images and style sheets).



Opens a dialog box where you can enter a web address you want to go to or view a list of recently viewed web pages.



Goes to your home page.



Displays Bookmarks View so you can select a bookmark or saved page you want to view.

TIP To find a recent page or search, select the **Address Bar** pick list and select the item from the list.

TIP Want to get to the icons faster? Press **Space** to jump to the Address Bar and then press **Up** on the 5-way to scroll to the icons. You can also press **Menu** to access the same commands from the menus.

TIP To adjust the font size, open the **Options** menu and select **Font**. To fit more text on the screen, select **Small**. To make the text easier to read, select **Large**.

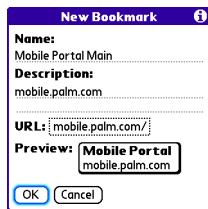
TIP Tap and hold the **Back** or **Forward** buttons or select these buttons with the **5-way** to pop up a list of sites you've visited.

Creating a bookmark

With bookmarks you can instantly access up to one hundred of your favorite web pages without entering the address every time.

- 1 Go to the page you want to bookmark.
- 2 Press **Menu** .
- 3 Select **Add Bookmark** from the **Page** menu.
- 4 (Optional) Change the entries in the **Name** and **Description** fields.

5 Select **OK**, and then select **OK** again.



Downloading files from a web page

When you download a file to your smartphone, you can open it in an app that recognizes the file. For example, download an MP3 file to listen to it later in the Pocket Tunes™ application. If a file isn't recognized by an app on your smartphone, you can download the file to an expansion card, but you can't open it on your smartphone.

Item	Supported File Types
Pictures	JPEG, WBMP, GIF, animated GIF
Videos	MP4, 3G2, ASF, WMV
Ringtones	MIDI, AAC

Item	Supported File Types
Music	MP3, WMA

- 1 Go to the page with the link to the file you want to download.
- 2 Press **Left** ◀ or **Right** ▶ to highlight the link to the file, and then press **Center** .
- 3 If prompted, select what you want to do with the file: **Play**, **Save To Device**, or **Save To Card**.
- 4 Select **Yes**.

TIP You can also save an image from a web page by tapping and holding it with the stylus.

Streaming files from a web page

The web browser lets you stream files that are recognized by one of the applications on your smartphone. For example, you can choose to play music and video files in many popular formats (MP3, WMA, WMV).

- 1 When the web browser recognizes streamed content on a web page, it displays a Play  icon. To view or listen to the streamed content, select **Play** .

TIP If the content is not supported by any of the apps on your smartphone, a Media type not supported message appears.

- 2 Once streaming begins, playback starts automatically. Use the following controls when viewing or listening:

- Select  to return to the web page containing the streamed content.
- Select  or press **Center**  to pause playback.
- Select  or press **Center**  to resume playback after pausing.
- A few seconds after playback begins, the toolbar is hidden and you can view the content on the full screen. Press **Up**  or **Down**  to display the toolbar; press **Up**  or **Down**  again to hide the toolbar again.
- Press the **Volume** button on the side of your smartphone to adjust the volume.

Installing applications from the Internet

You can use the web browser to install Palm OS files (PRC or PDB) directly from the Internet. When you download a PRC or PDB file, it is automatically installed on your smartphone. If a file is compressed (ZIP or SIT files), you need to download it to your computer and expand the file before installing it on your smartphone.

- 1 Go to the page that contains the link to the application you want to download.
- 2 Press **Left**  or **Right**  to highlight the link to the file, and then press **Center**  to initiate the download process.
- 3 Follow the onscreen instructions to accept and install the application.



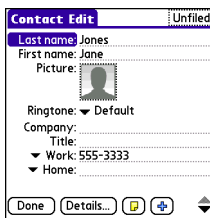
Your contacts, calendar, and documents

Contacts

Contacts is where you enter info about the people you want to stay in contact with. You can get to this info from the Phone, Messaging, and email applications.

DID YOU KNOW? The fastest way to enter lots of contacts is to enter them in your desktop software and then sync to transfer them to your smartphone (see “Synchronizing information” on page 11).

- 1 Press **Phone** .
- 2 Select the **Contacts** favorite button.
- 3 Select **New Contact**.
- 4 Use the **5-way**  to move between fields as you enter information.



- 5 Do any of the following:

Add a caller ID photo: Select the **Picture** box, and select **Camera** to take a photo, or select **Photos** and select an existing picture.

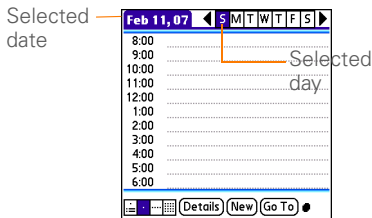
Add a caller ID ringtone: Select the **Ringtone** pick list and select a ringtone for this contact.

- 6 After you enter all the information, select **Done**.

Calendar

Calendar helps you manage your schedule. You can view your calendar by day, week, or month, or as an agenda list.

- 1 Press **Calendar**  until Day View appears.
- 2 Press **Left**  or **Right**  to select the desired day.



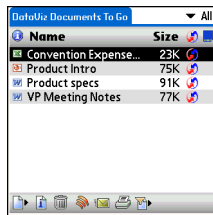
- 3 Select **New**.
- 4 Enter a starting hour and minute for the event, such as 545 for 5:45.
- 5 Select the **End Time** box and enter the ending hour and minute for the event.
- 6 Select **OK**.
- 7 Enter a description for the event.

DID YOU KNOW? You can schedule repeating meetings or a block of vacation time by creating an event that repeats at an interval, and you can color-code events by category.

Documents

Documents lets you create, view, and edit Microsoft Word and Excel files on your smartphone or on an expansion card that is inserted into the expansion slot. You can also view PowerPoint and PDF files.

- 1 Press **Applications**  and select **Documents** .



- 2 Select the document you want from the list.



Your photos, videos, and music

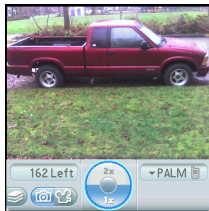
Camera

Your smartphone comes with a built-in, 1.3-megapixel camera with 2x digital zoom. You can use the camera to take pictures and send them to your friends and family.

- 1 Press **Applications**  and select **Camera** .
- 2 By default, Camera stores pictures you take in the PALM folder on your smartphone. To store a picture in a different location, select one of the following:

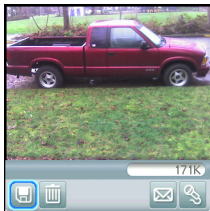
<Album name>: Stores the picture in the selected album. The storage location is based on the location of the album (smartphone or expansion card).

New Albums: Opens a dialog box where you can enter an album name and select the storage location (smartphone or expansion card).



- 3 Find your subject in the screen on your smartphone. (The lens is on the back of your smartphone.)
- 4 (Optional) To get a close-up of your subject, press **Up** ▲ to select **2x**. Press **Down** ▼ to return to **1x**.

- 5 Press **Center**  to capture the picture.
- 6 Do any of the following:



Saves the picture in the location you selected in step 2.



Deletes the picture.



Opens a dialog box where you can choose to attach the picture to an email message or send it to another Bluetooth® device.



Lets you add a voice caption.

Pocket Tunes™

You can listen to music through the speaker on the back of your smartphone or through the stereo headset included with your smartphone. (If you want to use stereo headphones with a 3.5mm connector, then a 2.5mm stereo adapter is required, sold separately.) To listen to music on your smartphone, you need to convert the music files into MP3 format using Windows Media Player (Windows computers) or iTunes (Mac computers) and then transfer the music files to your smartphone or an expansion card. After you transfer the music files, you can play them using the Pocket Tunes™ application on your smartphone.

BEFORE YOU BEGIN Mac You need an expansion card (sold separately) to listen to music on your smartphone. You cannot transfer MP3 files from your Mac directly onto your smartphone.

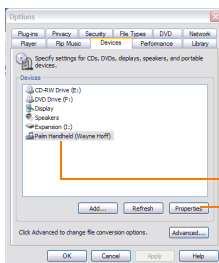
TIP You can upgrade Pocket Tunes to a version that supports more music file formats (such as WMA), supports subscription music, and includes additional features. For more info, visit www.pocket-tunes.com/palm.

Setting up Windows Media Player for MP3

On a Windows computer, you need to set Windows Media Player to save your music files in MP3 format in order for the files to be compatible with Pocket Tunes.

- 1 Connect your smartphone to your computer with the sync cable.
- 2 Press **Applications**  and select **pTunes** .
- 3 On your computer, open Windows Media Player, and then click the full-screen icon in the upper-right corner to maximize the window.
- 4 Click **Tools**, and then click **Options**.
- 5 Click the **Rip Music** tab, click the **Format** pick list, and then select **mp3**. Click **OK**.
- 6 Click **Tools**, and then click **Options**.

- 7 Click the **Devices** tab, select **Palm Handheld** from the Devices list, and then click **Properties**.

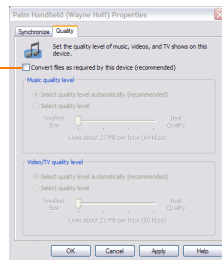


Select your smartphone

Click Properties

- 8 Click the **Quality** tab and uncheck the **Convert files as required by this handheld (recommended)** box. Click **Apply**.

Uncheck box



- Click **OK**, and then click **OK** again.

Windows Media Player is ready to transfer MP3 files to Pocket Tunes.

Setting up iTunes for MP3

On a Mac, use iTunes to convert music from a CD to MP3 format. For info on using the iTunes software, see the documentation that came with your Mac.

- On your Mac, open iTunes.
- Select **Preferences**.
- Click the **Advanced** button at the top of the window, and then click **Importing**.
- Click the **Import Using** pop-up menu and select **MP3 Encoder**.
- (Optional) Click the **Setting** pop-up menu and select **Good Quality**.

Transferring MP3 files from your computer

If an expansion card is inserted into the smartphone, Windows Media Player copies the MP3 files to the expansion card. If you don't have an expansion card inserted, the MP3 files are copied to your smartphone's memory.

IMPORTANT You must sync your smartphone with your computer at least once before you can transfer MP3 files from your computer.

- Connect your smartphone to your computer with the USB sync cable.
- On your smartphone, press **Applications**  and select **pTunes** .
- If you are transferring MP3 files from a Mac, insert an expansion card into your smartphone. This step is optional for Windows users.
- Do one of the following:

WINDOWS ONLY Open Windows Media Player on your computer. Select the **Sync** tab, and then select **Palm Handheld** from the drop-down list. Select **Start Sync**. The files are transferred to your smartphone.

NOTE Do not press the sync button on your cable. Windows Media Player transfers the files, so there's no need to do anything.

MAC ONLY Drag and drop the MP3 files onto the **Send To Handheld** droplet in the **Palm** folder.



Select your device name, the file name, and the destination (card). Click **OK**. Synchronize your smartphone with your computer. Be patient; transferring music to an expansion card can take several minutes.

DID YOU KNOW? You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create a Music_Audio folder in the root directory of the card, and store your MP3 files in this folder.

Transferring music from a CD to your smartphone

If your songs are on a CD, you need to convert them to MP3 format before you transfer the files to your smartphone.

WINDOWS ONLY

- 1 On your computer, open Windows Media Player.
- 2 Insert the music CD into your computer's CD drive.

- 3 Select the **Rip** tab.
- 4 Select the tracks you want to convert to MP3.
- 5 Select **Rip Music**.
- 6 Transfer the MP3 files to your smartphone as described in "Transferring MP3 files from your computer" on page 42.

MAC ONLY

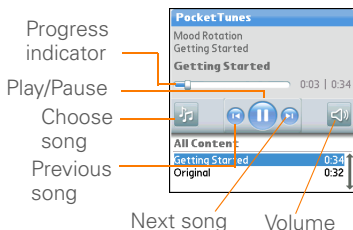
- 1 On your Mac, open iTunes.
- 2 Insert the music CD into the CD drive on your Mac.
- 3 Check the boxes next to the tracks you want to convert to MP3.
- 4 Click the **Import** button in the upper-right corner of the iTunes window.
- 5 When the songs have finished importing, click the **Eject Disk** button in the lower-right corner of the iTunes window.
- 6 Transfer the MP3 files to your smartphone as described in "Transferring MP3 files from your computer" on page 42.

Listening to music on your smartphone

CAUTION Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

- 1 Make sure the **Ringer switch** is set to the **Sound On** position.
- 2 Press **Applications**  and select **pTunes** .
- 3 Do any of the following:
 - To play or resume playback of the current song, select **Play** .
 - To play the next song, select **Next song** .
 - To play the previous song, select **Previous song** .
 - To play a different song, select **Choose song**  and select a song from the list.
 - To adjust the volume during playback, press the **Volume** button on the side of your smartphone.
 - To pause playback, select **Pause** .

DID YOU KNOW? You can also press Space to pause and resume playback, as well as use the 5-way to navigate among songs or pause and resume playback.



Pocket Tunes continues playing until it reaches the end of your list or until you select **Pause** . Music continues to play even if you switch to another application or turn off your screen.

TIP If you want to stop playing music when you exit Pocket Tunes, open the **Background Prefs** menu and uncheck the **Enable background play** box, and then select **OK**.



Check out these features

Your Palm® Treo™ 700P smartphone includes too many features to fit into this small guide. For more info about all your smartphone's features, see *Your Palm® Treo™ 700P Smartphone User Guide* on your computer.

Here's a sneak preview of some of the other applications you can explore:



My Treo

Find helpful tips and tricks and a version of *Your Palm® Treo™ 700P Smartphone User Guide* that is formatted to fit your smartphone's screen.



Quick Tour

Get acquainted with your smartphone's common features with this on-device tutorial.



Bluetooth

Set up connections with other Bluetooth® wireless technology devices, such as a hands-free headset.



Calc

Perform basic and advanced calculations on your smartphone, including scientific, financial, and conversion functions.



Camcorder

Capture short videos and send them to your friends and family as email attachments.



Card Info

View info about an expansion card that is inserted into the expansion slot.



HotSync

Set synchronization settings, including changing which apps synchronize with your desktop software.

**Memos**

Forget about losing scraps of paper; store notes right on your smartphone.

**Pics&Videos**

View and manage pictures and videos captured on your smartphone or in supported formats from a digital camera or camcorder.

**Prefs**

Personalize your smartphone settings to match your lifestyle, from date and time formats to screen colors, power saving features, and more.

**Security**

Prevent unauthorized use of your phone and access to your info by using Security settings.

**Sounds**

Listen to, create, and send ringtones and other sounds.

**Tasks**

Stay on top of your to-do list and track your accomplishments.

**Voice Memo**

Record and play back notes and other important thoughts.

**World Clock**

View the date and time in three cities anywhere around the globe, and use the built-in travel alarm.

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